



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

TEACHING ASSISTANT

APPLICANT PACK
OCTOBER 2026

INTRODUCTION

Dear Candidate,

The vision for Hartford Church of England High School is that we will provide an exceptional, inclusive and aspirational education rooted in a shared set of Christian values that radiate the love and truth of Jesus. We will nurture, embrace and promote the God-given talents of our students both within and beyond the classroom. Growing in wisdom, our children will develop into thankful young people who will make a substantial contribution to the world. As a flourishing community, we will bring out the best in one another on a daily basis by being Happy, Achieving, Ready and Together.

And whatever we do, whether in word or deed, we do it all in the name of the Lord Jesus, giving thanks to God the Father through him. (Colossians Ch3, v11b -17)

We are delighted to welcome applications for the permanent role of Teaching Assistant at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

This position of Teaching Assistant is an integral role in maintaining a consistent and calm learning environment for all students. The role is key to ensuring students feel valued and supported and is also fundamental in the safeguarding of students while on school site. We are looking for a highly motivated, proactive and professional individual with a passion for supporting young people. The successful candidate will be a key source of support for all students - intervening where students are presenting with social, emotional or mental health concerns and ensuring that wherever possible, students are in their lessons learning.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

Our school is blessed with exceptional facilities across a large site, with suites of new facilities,

Hartford Church of England High School is an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.



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Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible experience of school then we want to hear from you!

If you are considering applying to be our Teaching Assistant you are more than welcome to come and visit the school to find out more about the role and see all our fantastic students and staff, plus our facilities, first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - sara.morris@hartfordhigh.co.uk - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Teaching Assistant, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill
Headteacher



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KEY INFORMATION

Job role: Teaching Assistant

Starting Date: As soon as possible

Salary: Grade 4 or Grade 5 depending on experience. £26,016 - £29,071 per annum (actual salary payable Grade 4 - £22,447 - £23,164 p.a. / Grade 5 £23,164 - £25,083 p.a.)

Contract Details: 37 hours per week (8am - 4pm Monday - Thursday and 8am - 3:30pm Friday), 39 weeks (38 weeks + the equivalent of 5 INSET days)

Closing Date: 9am on Friday 6th November 2026
(we reserve the right to close this vacancy early if required)

Interviews: To be confirmed

How to Apply: Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits: For the successful candidate we offer a range of benefits to colleagues including:

- Membership of the Local Government Pension Scheme
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym
- Staff events and sporting activities to support the school family system
- Optional staff collective worship
- Daily free tea and coffee as well as other refreshments throughout the school year
- Ample free staff parking including E/V charging points



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JOB DESCRIPTION

The role of Teaching Assistant at Hartford Church of England High School is:

Main Responsibilities:

- Using acquired skills, support and deliver learning activities by contributing to the development of strong attitudes to learning across the provision, which facilitate effective teaching and learning.
- Provide input into the planning and delivery of interventions for students within our school setting
- Establish positive working relationships with students and their families, to encourage and motivate students and support the development of self-esteem and independence
- Work alongside the SEND team to monitor the students regularly requiring intervention during lesson time, identifying and supporting their individual needs.
- Promote the inclusion and acceptance of all students by encouraging positive student behaviour and dealing promptly with incidents of negative and/or challenging behaviour, in line with the schools Behaviour and Attitudes Policy.
- Work alongside the SEND team to contribute to the development of Student Passports, Behaviour Support Plans and Risk Assessments for individual students.
- Where appropriate, liaise with parents and carers regarding students' wellbeing, progress and attitude to learning. Utilise behaviour data and log behaviour interventions on Arbor, the school's MIS system, to ensure that the school's information systems are maintained.
- Work alongside the SEND team in safeguarding students' mental and physical wellbeing through the reporting of any observations on CPOMs and liaising with key colleagues.
- Work alongside the SEND team to celebrate the successes of students who attend the school setting, including attending school trips.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of students work. Ensure a safe learning environment by keeping the classrooms tidy and comply with relevant health and safety requirements.
- Attend whole staff and THRIVE staff meetings and participate in staff training where appropriate.



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Additional Responsibilities

- Attend all meetings as requested by the Headteacher in relation to the role.
- Additionally undertake:
 - Fire marshal and first aid duties where applicable
 - Duties during the working day
 - All professional development as required for the role.
 - Full participation in the performance management and appraisal process

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos

Responsible to:

- Relevant Head of Department



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PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	Educated to GCSE or equivalent standard with qualification in English and Maths	Teaching Assistant Qualification Evidence of recent training First aid qualification	Application Certificates References
Experience	An understanding of classroom routines and the needs of students who struggle to meet the expectations of a learning environment Experience of working with or caring for children 1:1 or in small groups	Record of experience of working with children with SEMH and challenging behaviour An awareness of Child Protection, Health and Safety and Care legislation De-escalation training Experience of providing input into the planning and delivery of interventions Experience of working in a similar post Experience of working with students with learning needs arising from social communication, social interaction and pathological demand avoidance	Application References Interview
Job related knowledge:	Good knowledge of computer software used in administration (e.g. Microsoft 365) Knowledge of the secondary school system	Knowledge of data management systems used in schools, e.g. Arbor	Application References Interview
Skills and Aptitudes:	Have a genuine interest in supporting young people Adaptability Excellent literacy skills - to include good spelling, grammar and punctuation		Application References Interview



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	Essential	Desirable	Evidence
Interpersonal Skills:	Diplomacy and tact Ability to defuse difficult situations Confidentiality and discretion Good communication skills Good sense of humour Drive and enthusiasm Flexibility and adaptability Attention to detail Able to use initiative where necessary Excellent personal organisation Good under pressure Trustworthy Ability to build excellent relationships with children Excellent team player		Application References Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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